

5. if moderate complexity testing is to be performed, documentation of competency in the area of testing to be performed.

D. Application for Certification as a Phlebotomist. Each application for certification as a phlebotomist shall be accompanied by all of the following:

1. a recent photograph for identification;
2. the appropriate fee; and
3. evidence of completion of a satisfactory training program and successful completion of a board-approved or administered certifying examination or successful completion of an approved nationally recognized certification examination.

E. Multiple Licensure. An applicant may be licensed or certified in each category for which he or she is qualified.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1289 (November 1994).

### **§3527. Expiration and Renewal of Licenses and Certificates**

A. Expiration. Every license or certificate issued by the board under this chapter, the expiration date of which is not stated thereon or otherwise provided by these rules, shall expire, and thereby become null, void, and to no effect, on the last day of the year in which such license or certificate was issued.

B. Continuation Pending Renewal. The timely submission of a properly completed application for renewal of a license or certificate, as provided by §3527.C, shall operate to continue the expiring license or certificate in full force and effect pending the board's issuance or refusal to issue the renewal license or certificate. The committee may recommend and the board may continue a license or certificate in effect, without application for renewal or payment of the renewal fee for any clinical laboratory personnel licensed or certified under this chapter while the individual is in active military service of the United States or any of its allies, upon notification by the licensee to the committee of such service.

C. Renewal. Every license and certificate issued by the board under this chapter shall be renewed annually on or before the date of its expiration by submitting to the board a properly completed application for renewal, upon forms supplied by the board, together with the renewal fee prescribed by §3529 of this chapter. An application for renewal of license or certificate form shall be mailed by the board to each person holding a license or certificate issued under this chapter on or before November 15 of each year.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1290 (November

1994).

### **§3529. Fees**

A. General Provisions. Except as provided in §3529.B, the fee for obtaining or renewing a license or certificate as provided in this chapter shall be as follows:

1. clinical laboratory scientist (all categories): \$50;
2. cytotechnologist: \$50;
3. laboratory assistant: \$25;
4. phlebotomist: \$25.

#### **B. Exceptions**

1. Delinquent Fee. In addition to the fee prescribed by §3529.A, any individual who fails to renew his or her license or certificate by January 1 shall be charged a delinquent fee of \$50.

2. Duplicate Fee. The fee for obtaining a duplicate license or certificate shall be \$10.

3. Temporary License or Certificate. The fee for obtaining a temporary license or temporary certificate shall be the amount of the fee prescribed by §3529.A for the category for which such license or certificate is to be issued.

4. Trainee License. If an individual is required to obtain or renew a trainee license in accordance with this chapter, the fees for obtaining or renewing such trainee license shall be the fee prescribed by §3529.A for the category under which such trainee license is issued.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1290 (November 1994).

## **Subchapter D. Continuing Education**

### **§3531. General Requirement**

All clinical laboratory personnel licensed or certified under this chapter shall satisfy the continuing education requirements of this subchapter.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1290 (November 1994).

### **§3533. Minimum Hours**

Effective January 1, 1995, every person licensed or certified under this chapter shall complete a minimum of 12 contact hours of continuing education (1.2 Continuing Education Units, or CEUs) each calendar year. No carryover credit shall be allowed for excess credit earned in one calendar year to the next calendar year. One CEU equals 10 contact hours of participation in an organized education experience, under responsible sponsorship, capable direction, and qualified

instruction.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1291 (November 1994).

### **§3535. Credit Hours Awarded**

Except as otherwise provided, one hour of continuing education credit shall be awarded for the first contact hour of a continuing education program. Thereafter, for programs lasting longer than one hour, one continuing education hour shall be awarded for every 50 contact minutes. No credit shall be awarded for partial completion of a program (i.e., no credit shall be awarded for one hour attendance at a three-hour continuing education program).

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1291 (November 1994).

### **§3537. Sources of Continuing Education**

A. Deemed Approved. The following sources of continuing education shall be deemed approved for purposes of satisfying the continuing education requirements of this chapter without prior submission to the committee or board:

1. professional meetings sponsored by approved professional organizations;
2. audio conferences sponsored by approved professional organizations;
3. teleconferences and videoconferences sponsored by approved professional organizations;
4. self-study courses sponsored by approved professional organizations;
5. training programs sponsored by medical technology instrument manufacturers;
6. coursework relevant to the practice of clinical laboratory science at an accredited college or university. A completed full-credit course shall qualify for six Category 2 continuing education hours. A course qualifying for less than full-credit shall be pro-rated and continuing education credit awarded appropriately;
7. publication of an article in a professional journal. A published article shall qualify for six continuing education hours;
8. presentation of a poster or program at a local, state, regional, national, or international meeting or program, with a poster presentation qualifying for two continuing education hours and other presentations qualifying for twice the credit for attendees of the presentation, but without credit for repeat poster sessions or presentations;
9. laboratory sessions such as role playing, buzz

sessions, product preparation, or a "wet workshop" that have been approved by the board, upon recommendation of the committee, for continuing education credit, with participants in such sessions credited with one hour of continuing education credit in accordance with §3535; and

10. continuing education programs sponsored and presented by the committee.

B. Other Continuing Education Sources. In addition to the sources of continuing education deemed approved for continuing education credit without prior submission to the committee or board, such other programs or events that satisfy the standards set forth in §3539 and have been submitted to the board for approval in accordance with the procedures provided in §3541 shall, upon recommendation of the committee, be approved for continuing education credit as a continuing education source.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1291 (November 1994).

### **§3539. Standards for Continuing Education**

Any continuing education offering submitted to the board for consideration as an approved source of continuing education credit shall meet the following standards:

1. provide a structured learning experience;
2. provide appropriate subject matter reflecting the professional educational needs for continuing competency in the practice of clinical laboratory science from one or more of the following subject areas:
  - a. clinical laboratory practice areas;
  - b. legal aspects of laboratory medicine;
  - c. educational methodology as utilized in the clinical laboratory; or
  - d. laboratory safety, bloodborne pathogens, and chemical hygiene;
3. have written learning objectives, stated in terms of actions, conditions, and degree related to level of audience (Basic, Intermediate, Advanced);
4. have a set time schedule and be at least one hour in length;
5. have qualified faculty with background and experience necessary to teach the subject. Copies of credentials shall be available to the board upon request;
6. include assessment and evaluation mechanisms to ensure that participants have achieved a specified level of performance and to provide for evaluation of instructional methods, facilities, and resources used;
7. make available a brochure or flyer containing the following information:

a. the program objectives stated in terms of what the participant will learn or be able to do as a result of the program;

b. the program level:

i. Basic: entry level; no prior knowledge of subject necessary.

ii. Intermediate: refresher course; some basic knowledge required; for the bench technologist with several years of experience.

iii. Advanced: highly technical: for those with current skills/ knowledge; for those with at least two years experience in specialty area;

c. program schedule;

d. fee for the program if applicable;

e. number of CEUs or continuing education hours granted;

f. faculty credentials;

g. include the following statement:

*"[Provider Name] is approved as a Provider of continuing education programs in the clinical laboratory sciences by the Clinical Laboratory Personnel Committee to the Louisiana State Board of Medical Examiners."*

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1291 (November 1994).

### **§3541. Procedures for Obtaining Approval as a Continuing Education Source**

A. Single Program Approval. A program sponsor may be approved for a single program pursuant to the following procedures:

1. Not less than 120 days prior to the scheduled date of the proposed program, the program sponsor shall request approval of the program as a source of continuing education credit from the committee. Such request shall be submitted on a form recommended by the committee and approved by the board.

2. The committee shall review and evaluate the request for compliance with the standards for continuing education provided in §3539.

3. The committee shall determine whether the proposed program complies with the standards for continuing education in all material respects. If the committee determines that the program does not comply with the standards for continuing education, the program sponsor shall be so notified in writing within 60 days of the committee's receipt of the form requesting approval. If the committee determines that the program complies with the standards for continuing education,

then committee shall recommend to the board that the program be approved as a source of continuing education credit.

4. The program sponsor shall be notified in writing of the board's approval or nonapproval of the program as a source of continuing education credit within 60 days of the committee's receipt of the form requesting approval. If the program is not approved, the notice shall include the reason or reasons for nonapproval.

5. Upon approval, the program shall be assigned a program identification number. The program sponsor shall be notified of the identification number and reference such number on all correspondence with the committee or board concerning that program.

6. The program sponsor shall provide each participant in the program with an authenticated certificate or letter of attendance.

7. The program sponsor shall maintain records of the program, including content, faculty, attendance, assessment, and evaluation for a period of not less than two years.

8. The program sponsor shall provide satisfactory proof of any individual's attendance at the program upon the committee's request.

B. Multiple Program Approval. A program sponsor may be approved for multiple program offerings. An approved sponsor need not submit each program offered for approval, but each program shall be considered an approved source of continuing education credit. The following procedures shall be applicable for approval of a sponsor as a sponsor or multiple programs for continuing education credit:

1. The sponsor shall request approval as a sponsor of multiple continuing education programs from the committee. Such request shall be submitted on a form recommended by the committee and approved by the board.

2. The sponsor shall certify that each continuing education program offered shall comply with the standards for continuing education provided in §3539.

3. The sponsor shall designate an individual who shall be responsible for continuing education programs for clinical laboratory personnel.

4. The sponsor shall establish a comprehensive plan for ongoing evaluation of the content, faculty, and assessment tools used for each program and for compliance of all continuing education offerings with the standards for continuing education provided in §3539. Such plan shall be submitted to the committee for review with the sponsor's request for approval.

5. The sponsor shall certify that each participant in each program will be provided with an authenticated certificate or letter of attendance.

6. The sponsor shall certify that records of each

continuing education program offered, including content, faculty, attendance, assessment, and evaluation shall be maintained for a period of not less than two years.

7. The sponsor shall certify that satisfactory proof of any individual's attendance at a program shall be maintained for not less than two years and shall be available to the committee on request.

8. The committee shall determine whether the sponsor has complied with the requirements for approval as a sponsor of multiple programs for continuing education credit. If the committee determines that the sponsor has not complied with such requirements, the sponsor shall be so notified within 60 days of receipt of the form requesting approval. If the committee determines that the sponsor has complied with such requirements, the committee shall recommend to the board that the sponsor be approved as a sponsor for multiple continuing education programs.

9. The sponsor shall be notified in writing of the board's approval or nonapproval of the sponsor as a sponsor for multiple continuing education programs within 90 days of the committee's receipt of the form requesting approval. If the sponsor is not approved, the written notice shall include the reasons for nonapproval.

10. Upon approval, the sponsor shall be assigned a sponsor identification number. The sponsor shall be notified of the identification number and reference such number on all correspondence with the committee or the board.

11. Approval of a sponsor for multiple continuing education programs may be for a period not to exceed 36 months.

12. Approval of a sponsor for multiple continuing education programs shall be subject to periodic review. At the committee's request, the sponsor shall submit records and materials from its continuing education programs to assure compliance with these requirements. Approval of the sponsor may be withdrawn upon a finding by the committee of noncompliance.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1292 (November 1994).

### **§3543. Proof of Compliance with Continuing Education Requirements**

A. Form. Each applicant for renewal of licensure or certification shall certify his or her compliance with the continuing education requirements of this chapter on a form recommended by the committee and approved by the board. Such form shall provide for submission of documentation supporting the applicant's statement of compliance.

B. Audits. Random audits of applications for license or certificate renewals shall be conducted by the committee or the board, at their discretion, to verify compliance with the

continuing education requirements.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:1270(A)(5) and R.S. 37:1311-1329.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1293 (November 1994).

## **Appendix. Approved Foreign Transcript Evaluation Agencies**

### **As Approved by the Louisiana State Board of Medical Examiners as of November 20, 1994**

Center of Applied Research, Evaluation, and Education, Inc.; P.O. Box 20348; Long Beach, CA 90801; Telephone: (310) 430-1105

Education Evaluators International, Inc.; P.O. Box 5397; Los Alamitos, CA 90721; Telephone: (310) 431-2187; Facsimile: (310) 493-5021

Education International; 29 Denton Road; Wellesley, MA 02181; Telephone: (617) 235-7425; Facsimile: (617) 235-6831

Educational Credential Evaluators, Inc.; P.O. Box 92970; Milwaukee, WI 53202-0970; Telephone: (414) 289-3400; Facsimile: (414) 289-3411

Foreign Academic Credentials Service, Inc.; P.O. Box 307; Glen Carbon, IL 62034; Telephone: (618) 288-5892

Foundation for International Services, Inc.; 3123 Eastlake Avenue East; Seattle, WA 98102-3875; Telephone: (206) 328-0260; Facsimile: (206) 726-0528

International Consultants of Delaware, Inc.; 109 Barksdale Professional Center; Newark, DE 19711; Telephone: (302) 737-8715; Facsimile: (302) 737-8756

International Education Research Foundation, Inc.; P.O. Box 66940; Los Angeles, CA 90066; Telephone: (310) 390-6276; Facsimile: (310) 397-7686

Josef Silny and Associates, Inc.; P.O. Box 248233; Coral Gables, FL 33124; Telephone: (305) 666-0233; Facsimile: (305) 666-4133

World Education Services, Inc.; P.O. Box 745; Old Chelsea Station; New York, NY 10013-0745; Telephone: (212) 966-6311; Facsimile: (212) 966-6395

## **Chapter 37. Clinical Exercise Physiologists**

### **Subchapter A. General Provisions**

#### **§3701. Scope of Chapter**

The rules of this chapter govern the licensing of clinical exercise physiologists to engage in the practice of clinical exercise physiology in the state of Louisiana.

**AUTHORITY NOTE:** Promulgated in accordance with R.S.